



Illinois Department of Transportation

Division of Highways / District 3
700 East Norris Drive / Ottawa, Illinois / 61350-0697
Telephone 815/434-6131

June **XX**, 2004

SAMPLE

Mr. I. M. Sample
ABC Surveying
123 Main Street
Any City, IL 12345

Work Under Number 1
P.T.B. Number 123, Item 456
Various Routes
Various Sections
Various Counties
Job No. P-93-**XXX-XX**

Dear Mr. Sample:

You are hereby authorized, as of this date, to proceed with the work to fulfill Work Order Number 1 under P.T.B. 123/456 in accordance with your proposal. Attached for your file is a copy of the approved Work Order.

If you have any questions or require additional information, please contact Robert Poundstone at 815-434-8424.

Sincerely,

John P. Kos, P.E.
District Engineer

By: Steven B. Andrews, P.E.
District Land Acquisition Engineer

CONSULTANT: ABC SURVEYING

WORK ORDER NUMBER 1

SCOPE OF WORK:

1. Project Designation – Work Order Number 1

FAP 123 (IL 456)

Section ABC

LaSalle County

Job No. R-93-XXX-XX

Parcel Number Prefix: 3AB

2. General: Perform Right Of Way Surveys and locate improvements for right of way parcels for the improvement of _____

3. Right Of Way Survey:

- a. Court House Research and Office Planning and Coordination. Consultant is to obtain the Last Deeds Of Record.
- b. Recover existing Monumentation and Centerline Control in the area of the proposed improvement.
- c. Perform Horizontal Control Traverse and locate existing Property Boundary Monumentation, existing right of way and physical land improvements in vicinity of proposed acquisition.
- d. Prepare Right Of Way Plans, Premise Plat and Legal Description for ten (10) parcels, more or less.
- e. Upon completion of right of way documents and notification by District, Monument proposed right of way.

Note: Consultant Shall Use The Stationing And Centerline Alignment As Shown On The Enclosed Plan Sheets. If Discrepancies Are Found In The Field, Then The Consultant Shall Contact The District.

4. Documents to be furnished by the Consultant:
- a. Right Of Way Plans.
 - b. Premise Plat [Ten (10) Parcels, More Or Less].
 - c. Legal Description [Ten (10) Parcels, More Or Less].
 - d. Right Of Way Staking Plans.

SCHEDULE OF WORK:

5. Work shall commence upon receipt of Notification of Work Order Approval. The work shall be completed in accordance with the following Schedule of Completion:
- a. Furnish prints of Preliminary Right Of Way Plans, Premise Plats and copies of Legal Descriptions within XX days after receiving Authority To Proceed.
 - b. Furnish prints of Pre-Final Right Of Way Plans, Premise Plats and legal descriptions XX days after receiving Reviewed Preliminary Plans.
 - c. Furnish Final Right Of Way Plans (mylar), Premise Plats and legal descriptions within XX days of receiving Reviewed Pre-Final Plans.

COST ESTIMATE:

The consultant's estimated cost for completing this work is \$ _____ as indicated on the attached Cost Estimate Of Consultant Services.

DEPARTMENT OF TRANSPORTATION

BY: JOHN P. KOS, P.E.
DISTRICT ENGINEER

DATE